

**CORRESPONDENCE HANDBOOK**

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**10. POSTAGE SLIP, FORM 239**

A Postage Slip shall be completed and attached to each piece of correspondence which will require special postage or handling. Envelopes and labels which bear the penalty indicia may require additional postage for special type services. In completing the Slip, indicate the type of mailing service desired, and fill in each pertinent space except the box marked "For Use by Central Mail Only." In addition, type the words "DO NOT METER" if for security reasons the postage should not be affixed by a postage meter.

*Do we meter?*

**NOTE:** A single Postage Slip may be used to cover a group of letters if each letter in the group requires only first class postage. For such cases, type the word "various" in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addressees.

Postage Slips will be required when the originator of registered correspondence desires a Return Receipt Card for Registered Mail, Post Office Form 3811.

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